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STATE DOCUMENTS

The Montana Program for Issuing HIGH SCHOOL EQUIVALENCY CERTIFICATES and for Accrediting SERVICE EDUCATIONAL EXPERIENCE

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THE MONTANA PROGRAM FOR ISSUING HIGH SCHOOL EQUIVALENCY CERTIFICATES

Introduction

Over the past several years, it has become increasingly difficult for young people to enter many types of employment or to advance in professional or technical fields without at least a high school diploma. However, many high school non-graduates attain considerable educational maturity through out-of-school experiences such as travel, self-directed study, reading, professional and social contacts and occupational opportunities. To recognize such educational achievement, the State Superintendent of Public Instruction, under authorization of the State Board of Education,* has provided for the issuance of a Montana High School Equivalency Certificate to those high school non-graduates who successfully pass the Tests of General Educational Development and meet the other qualifying criteria described below.

Many employers in Montana accept the High School Equivalency Certificate in lieu of a high school diploma as prerequisite preparation for positions or promotions. Likewise, many Montana institutions of higher learning accept the High School Equivalency Certificate in lieu of a high school diploma as one of the criteria for admission. However, since regulations for the acceptance of the High School Equivalency Certificate vary from institution to institution, a college applicant should contact the institution of his choice for details. The State Superintendent of Public Instruction does not guarantee admission to any institution of higher learning on the basis of qualifications for the High School Equivalency Certificate.

Policy for Accrediting High School Level Tests of General Educational Development as Qualifying Criteria

The State Superintendent of Public Instruction issues High School Equivalency Certificates on the basis of the Tests of General Educational Development to service personnel, veterans and non-veteran adults, provided applicants meet the following requirements:

1. **Minimum test scores:** Applicant must attain a standard score of 35 or above on each of the five

*July, 1946; April, 1949; December, 1962; February, 1963.

tests **and** an average standard score of 45 on **all** five GED tests.

Results of Tests of General Educational Development taken in the service can be accepted only if reported officially by the United States Armed Forces Institute, by official centers of the GED Testing Service of the American Council on Education, or by the manager of a Veterans Administration hospital which has an authorized Educational Therapy program.

2. **Minimum age:** Applicant must be 19 years of age at the time he takes the Tests of General Educational Development. An applicant who has taken the Tests of General Educational Development in a branch of the military service before reaching 19 years of age may not apply for an Equivalency Certificate until he is 19 years of age.
3. **Residence:** Applicant must be a legal resident of Montana, or employed regularly in the State, or assigned by military authority to a station in Montana for a period of 30 days prior to examination.
4. **Previous high school enrollment:** Not required.
5. **Other requirements:** A knowledge of the principles of American government, including the principles of national, state and local government, is required. This requirement may be met by:
   a. Submitting at the time of GED testing an official transcript of credit for an American Government course completed
      (1) in an accredited high school,
      (2) through a correspondence school approved by the National University Extension Association[1] or the National Home Study Council,[2]
      (3) through the United States Armed Forces Institute, Marine Corps Institute or Coast Guard Institute, or
   b. Obtaining a passing score in the American Government examination administered at testing service centers in Montana.

The State Superintendent of Public Instruction does not issue high school **diplomas** on the basis of the Tests of General Educational Development, nor are Montana high schools authorized to issue diplomas or certificates on the basis of the GED tests.

[1] The National University Extension Association
Business Office, Building TSMc—Room 112
University of Minnesota
Minneapolis, Minnesota 55401

[2] National Home Study Council
1601 18th Street N.W.
Washington, D.C. 20009

Description of the Tests

The **Tests of General Educational Development** include five component tests designed to indicate the extent to which a high school non-graduate has secured the equivalent of a general, non-technical, high school education. The tests are not timed, but completion of all five generally requires from eight to ten hours. Briefly, the tests are as follows:

Test 1. **Correctness and Effectiveness of Expression.** This test emphasizes the examinee's ability to utilize correct spelling, punctuation, capitalization and grammar, to choose apt words and phrases, and to organize and express ideas in clear, well-balanced sentences.

Test 2. **Interpretation of Reading Materials in the Social Studies.** This test measures ability to comprehend and critically evaluate given selections concerning social, political, economic and cultural issues; it measures, indirectly, the candidate's general information in the field of social studies.

Test 3. **Interpretation of Reading Materials in the Natural Sciences.** This test places special emphasis on logical reasoning, scientific vocabulary and the ability to pay close attention to detail; it demands certain background information concerning important scientific topics, laws, generalizations and developments.

Test 4. **Interpretation of Literary Materials.** This test, based on a variety of prose and poetry selections from world literature, tests such skills as the examinee's ability to comprehend and interpret figures of speech, sentence structure and word meaning, and to recognize mood and purpose.

Test 5. **General Mathematics Ability.** This test measures ability in solving practical problems — life insurance, installment buying, taxes, investments, simple home construction and repair projects. It includes elementary algebra and some geometry.

The **American Government examination** includes one hundred (100) questions concerning the principles

of local, state and national government. Approximately one hour is required for completion of this examination, although more time will be allowed if necessary.

Location of Testing Service Centers in Montana

The following centers have been approved by the State Superintendent of Public Instruction and have contracts with the GED Testing Service of the American Council on Education to administer the Tests of General Educational Development. They are also authorized to administer the American Government examination for the purpose of qualification for the Montana High School Equivalency Certificate.

Helena: 59601	Office of the Superintendent of Public Instruction Contact: High School Supervisor Tests given 2nd and 4th Tuesday of each month, 8:00 A.M.
Billings: 59101	Counseling Center Eastern Montana College
Bozeman: 59715	Counseling and Testing Service Montana State University
Butte: 59701	Department of Humanities and Social Sciences Montana College of Mineral Science and Technology
Dillon: 59725	GED Testing Service Western Montana College
Glendive: 59330	Counseling and Testing Service Dawson College
Great Falls: 59401	Great Falls Senior High School Contact: High School Principal
Havre: 59501	Student Personnel Service Northern Montana College
Kalispell: 59901	Counseling and Testing Service Flathead Valley Community College
Miles City: 59301	Miles City Community College Contact: Registrar
Missoula: 59801	University Counseling Center University of Montana

Details regarding test schedules can be obtained by contacting the centers.

Application, Fees and Re-testing Procedures

Method of Application

Persons wishing to apply for a Montana High School Equivalency Certificate should contact the nearest official testing center. Before taking the Tests of General Educational Development, each applicant must:

1. Complete an application form at the testing center on day of testing.
2. Present a transcript of credit in American Government, or take the American Government examination administered at the testing center.
3. Pay the appropriate testing fee.

Applications from veterans or service personnel who have taken the GED tests in the service will be processed in the Office of the Superintendent of Public Instruction upon receipt of a completed application form, an official transcript of credit for an American Government course or a satisfactory grade on the American Government examination administered at the testing center, **and** an official report of scores received on the GED tests taken in the service. (See also page 2.)

Fees

A charge of $4.00 is made by all Montana testing centers for administration of the Tests of General Educational Development. This fee includes administration of the American Government examination to those applicants who must take this examination in order to complete qualification requirements. (A fee of $1.00 will be charged for the administration of the American Government examination only.)

A fee of $4.00 is charged for a re-test on all five parts of the General Educational Development battery. This fee includes re-test on the American Government examination, if taken together with a re-test on all five parts of the GED battery. A fee of $1.00 per test is charged for re-test on one or more separate tests of the GED battery, and for a re-test on the American Government examination (except as noted above). However, the total re-test charge for any re-test period is limited to a cumulative total charge of $4.00.

No fee is charged for filing application for the Montana High School Equivalency Certificate or for issuing the High School Equivalency Certificate.

Re-testing

A waiting period of one month is required before applicants may re-take the American Government examination and/or any part or all of the Tests of General Educational Development.

A waiting period of three months is required for any subsequent re-test on the Tests of General Educational Development and/or the American Government examination.

Issuance of Equivalency Certificates

All applications for High School Equivalency Certificates are processed in the Office of the Superintendent of Public Instruction and all Equivalency Certificates are issued from Helena by the State Superintendent of Public Instruction.

Applicants will be advised by mail of their test results and Equivalency Certificates will be forwarded to those examinees who qualify for them.

THE MONTANA PROGRAM FOR ACCREDITING SERVICE EDUCATIONAL EXPERIENCES

Introduction

Many Montana veterans and service personnel who have entered military service prior to completing their high school educations have subsequently had service-connected educational experiences equivalent to certain high school course offerings. Therefore, it is recommended that Montana high schools give credit toward a diploma to such Montana veterans and service personnel in accordance with the policy outlined below.

Accreditation Policy

It is recommended[1] that high schools grant credit toward a diploma[2] for:

1. United States Armed Forces Institute courses.[3]
2. United States Armed Forces Institute subject examinations.[3]
3. High school courses offered through USAFI by cooperating colleges and universities. (Credit upon transfer from the school offering the course.)
4. Marine Corps Institute courses.[3]
5. Coast Guard Institute courses.[3]
6. Basic or recruit training in lieu of required courses in Health and Physical Education.
7. Service school training.[3]

[1] Decision to grant credit rests with the high school.

[2] Service personnel should direct correspondence with reference to the granting of credit toward the high school diploma to the principal of the last high school attended.

[3] Credit as recommended by the Commission on Accreditation of Service Experiences, American Council on Education, 1785 Massachusetts Avenue, N.W., Washington, D.C. 20036.